

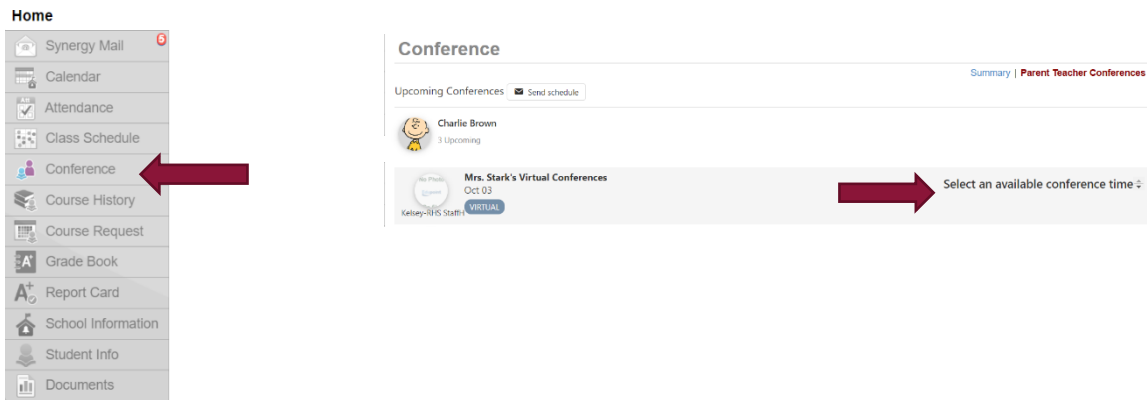


Parent Teacher Conference Set Up on a Computer

RCS will be conducting Secondary Parent-Teacher Conferences **In-Person and Virtually** (via Zoom using online meeting software). Please follow the instructions below to schedule and attend your student’s Parent-Teacher Conference. Parent-Teacher Conferences must be scheduled using the ParentVUE website. **Follow these directions to schedule Parent Teacher Conferences using the web browser.**

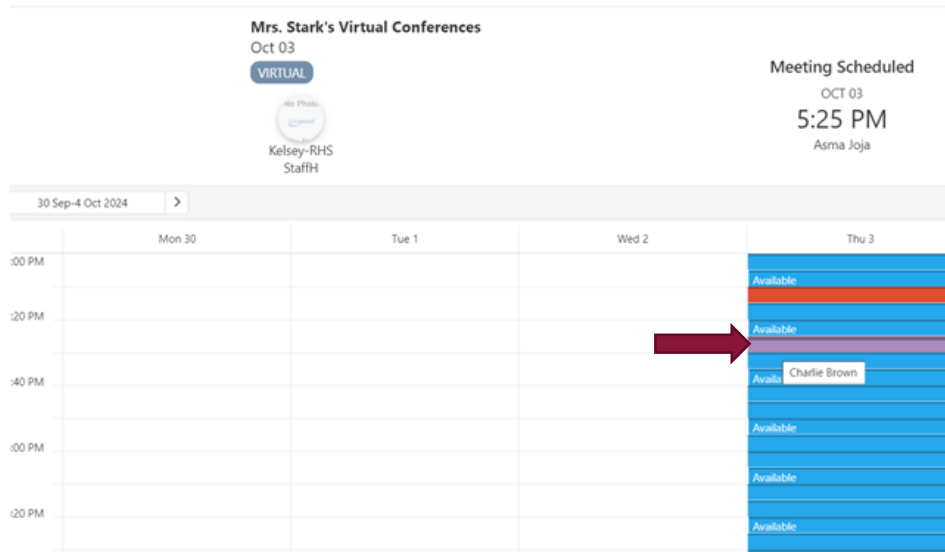
Log into ParentVUE. Click the link https://rcsvue.rochester.k12.mi.us/PXP2_Login.aspx You will see list of student(s) depending on how many students you have attending RCS. You will need to complete these scheduling steps for each middle or high school student.

1. Click Conference
2. Hover over the conferences, click **Select an available conference time**.



Your Teachers scheduled conference time slots are displayed:

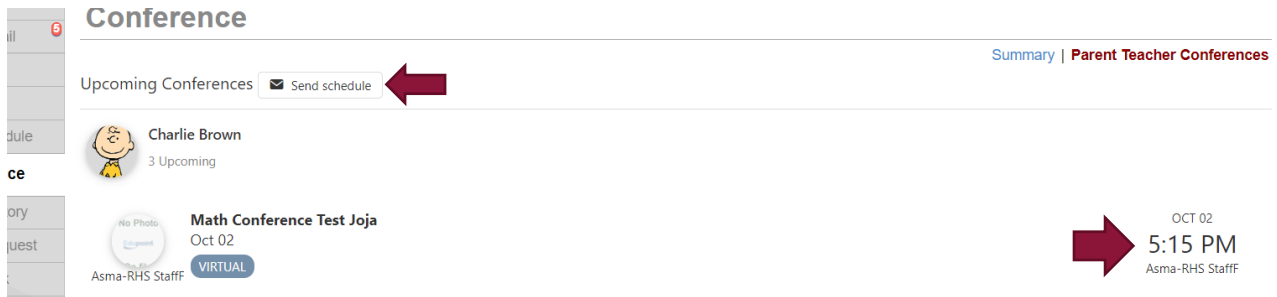
3. Click on the box to select a time. Your Child's Name will appear. (We recommend leaving 5 minutes between conference times). Click the X when you are done. The **purple box** indicates the time you selected. The **red box** indicates a busy time. If you need to change it, click on the available slot again. *Repeat these steps for the conferences you want to attend.*





Parent Teacher Conference Set Up on a Computer

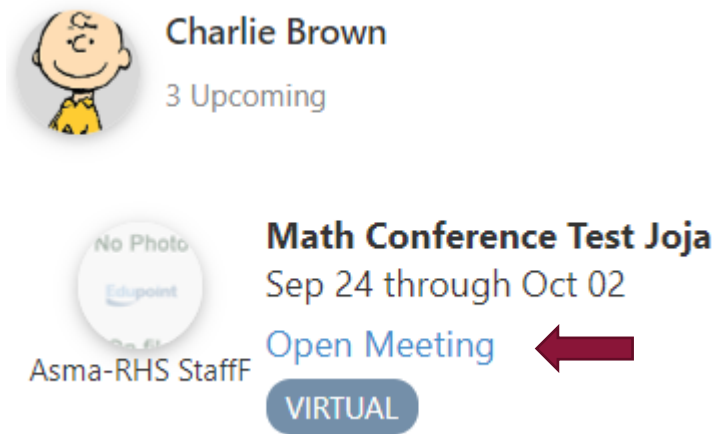
- Once you exit out of the screen. Your scheduled is confirmed and appears with the date and time in ParentVUE. You can also receive a detailed email by clicking on **Send Schedule**.



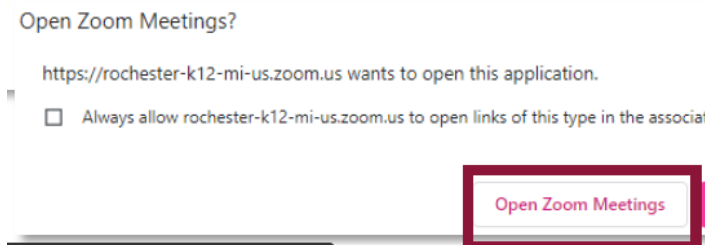
Follow these directions on the day of Parent Teacher Conference in the web browser:

Log into [ParentVUE](#). Click the link https://rcsvue.rochester.k12.mi.us/PXP2_Login.aspx Parents who are attending virtual conferences through Zoom will have the option to join the meeting right through the ParentVUE app or you can refer to the email you received.

Click on Conference, Select the Scheduled Conferences you are attending, Click **Open Meeting**.



The Link will automatically appear and redirect you to Zoom. If you have Zoom Installed on your computer, it will prompt you to open the application. If you do not have Zoom, you can launch right from your web browser. Click **Open Zoom Meetings**.





Parent Teacher Conference Set Up on a Computer

Or you can go directly to your email **from RCS Synergy with Your Full conference schedule** and click or copy Zoom link in your email. Paste it in your web browser or click on the link.

Message From: RCS Synergy
Subject: Your full conference schedule

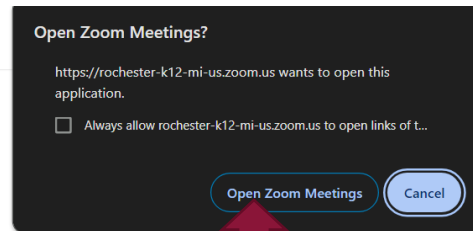
Asma Joja,

The following conferences are scheduled for your student(s) :

Conference	Student	Date	Begin Time	End Time	
Math Conference Test Joja	Charlie Brown	9/24/2024	9:25 PM	9:30 PM	https://rochester-k12-mi-us.zoom.us/j/92994



The Link will automatically appear and redirect you to Zoom. If you have Zoom Installed on your computer, it will prompt you to open the application. If you do not have Zoom, you can launch right from your web browser. Click **Open Zoom Meetings**.



Click **Open Zoom Workplace app** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

[Launch Meeting](#)

If you need technical assistance for ParentVUE contact Rcsvuehelp@Rochester.k12.mi.us